

MINUTES

ADJOURNED MEETING

POLICY DEVELOPMENT SESSION

APRIL 13, 2004

An adjourned meeting of the City Council of the City of Rolling Hills Estates was called to order at 6:03 p.m., at Rolling Hills Estates City Hall by MAYOR MITCHELL.

ROLL CALL

City Council Members Present: Addleman, Mitchell, Seamans*, Zerunyan, Zuckerman

*COUNCILWOMAN SEAMANS arrived at 6:08 p.m.

City Staff Present: City Manager Doug Prichard

Assistant City Manager Sam Wise

Planning Director David Wahba

Community Services Director Andy Clark

Finance Director Jud Norrell

PUBLIC COMMENT

NONE

COMMUNITY SERVICES DEPARTMENT POLICIES DISCUSSION

(Taken out of order)

Wildlife Issues

Community Services Director Clark provided a brief report regarding the City's wildlife ordinance as well as what other Peninsula cities are doing to address this issue.

Discussion ensued regarding identifying areas where peacocks gather and whether or not to create a management plan for certain neighborhoods.

COUNCILMAN ZERUNYAN noted that if a major policy change occurs, various animal rights groups may pursue legal means to protect these animals. He believed a more low-key approach might be preferred to accommodate the residents.

Tim Scott, Monticello, noted that a neighborhood should have the right to have peafowl removed and relocated.

City Manager Prichard suggested that relocation by the City might be exempt from the ordinance and will check with the City Attorney. It was noted that the City may wish to send out Animal Control to trap the animals and release them in a neighborhood where they are preferred. It was also noted that the ordinance basically has a "hands off" approach.

It was the consensus of the COUNCIL to explore further what type of relief the City can provide.

PLANNING DEPARTMENT POLICIES DISCUSSION

Property Development Standards

Planning Director Wahba provided a brief staff report regarding fire boxes and chimneys. He recommended that a chimney be exempt from the setback and treated as an architectural projection.

Planning Director Wahba noted that he will revise the hand-out information for the public which would include allowing a fireplace to encroach on the setback up to three feet.

COUNCILMAN ZUCKERMAN suggested defining the maximum/minimum widths in order to reduce the number of variances. It was noted that this recommendation will be included in the neighborhood compatibility policy.

It was the consensus of the COUNCIL to review the revised information prior to distribution.

Discussion then ensued with Planning Director Wahba suggesting that any project over 1,500 square feet be submitted by a licensed professional as it would save additional time taken by the Planning Department to review and assist the applicant in areas where their plan does not comply with the Municipal Code.

Mr. Scott noted that, in his experience, utilizing an architect had caused an extensive delay due to poor work habits. He noted he could have done this work himself and then have an engineer sign it off.

COUNCILMAN ZERUNYAN noted that the City has certain standards, and it would be up to the homeowner to present an application incorporating those standards. He noted his reluctance to impose this on homeowners as it would create additional costs for them.

Discussion continued with Planning Director Wahba noting that 20-30% of plans are sub-standard. City Manager Prichard noted the cost to the City includes the Planning Department's time and the Commission's frustration over reviewing poor plans.

City Manager Prichard noted that the COUNCIL may wish to amend language indicating what licensed professionals would be acceptable.

COUNCILMAN ZERUNYAN noted that a homeowner should be able to draw their own plans as long as it complies with City codes. He then noted that the City could advise them what the requirements are and bring back a plan accordingly as is currently done. He did not want to limit a homeowner's right to develop by imposing professional assistance on their project.

After continued discussion, the following consensus was taken:

Leaving the policy as currently exists: Addleman, Zerunyan, Zuckerman

Surveying of properties: Addleman, Mitchell, Zerunyan

Flagging and staking: Addleman, Mitchell, Seamans, Zerunyan, Zuckerman

Archstone Development

Planning Director Wahba noted that this firm is moving forward developing apartments.

MAYOR PRO TEM ADDLEMAN noted he was opposed to building apartments. COUNCILMAN ZUCKERMAN concurred with this remark noting his concern that senior living is needed due to the aging population on the Peninsula.

COUNCILWOMAN SEAMANS indicated she would like to review what Archstone is proposing. She suggested meeting with this firm in order to obtain a better sense of what the COUNCIL as a whole would like to see.

It was the consensus of the COUNCIL to defer any policy discussion until such time as the COUNCIL meets with Archstone Development to determine if their concept is compatible with what the COUNCIL envisions.

Film Permit Policies

After brief discussion, it was the consensus of the COUNCIL to leave the policy as is.

First Look Joint Meetings with Planning Commission

After brief discussion, it was noted that joint meetings with the Planning Commission should take place to review larger projects at the east end of town.

CITY MANAGER/CITY CLERK POLICIES DISCUSSION

City Council Operations

Brief discussion ensued with City Manager Prichard attempting to find a solution of how to schedule meetings in a more efficient manner. Suggestions included notifying Deputy City Clerk Nolan of any standing days or times the COUNCIL would not be available, submitting personal calendars, and whether or not all five COUNCIL MEMBERS would be necessary for a particular meeting.

It was suggested to look into a program that might be utilized to assist in scheduling various meetings.

General Conduct of Meetings

Discussion ensued regarding how to run COUNCIL meetings efficiently, whether or not staff report information is sufficient, length and preparation of COUNCIL committee reports, and what type of items the COUNCIL wishes to agendaize.

COUNCILMAN ZERUNYAN inquired if a request for a resolution or proclamation is brought forward by a COUNCIL MEMBER, would a policy be needed for approval. In particular, it was his desire to place a resolution on the agenda commemorating the Armenian genocide.

Discussion continued on whether or not these requests are considered City business that affects the community or an individual who resides on the Peninsula.

COUNCILWOMAN SEAMANS noted that it is the COUNCIL'S job to conduct City business

and any requests for anything other than that should be decided upon by the Mayor and City Manager on a case-by-case basis.

MAYOR MITCHELL concurred as many national or world events more than likely would have opposing views on a particular issue. She noted it would be difficult to choose one over the other as there could be political implications.

COUNCILMAN ZUCKERMAN moved, seconded by COUNCILWOMAN SEAMANS

TO CONTINUE THE EXISTING POLICY AND CONSIDER ANY OTHER REQUESTS ON A CASE-BY-CASE BASIS.

THERE BEING NO OBJECTION, MAYOR MITCHELL SO ORDERED.

Brief discussion ensued regarding a request for a proclamation and having it sent to an event organizer rather than presenting one at a COUNCIL meeting.

ADJOURNMENT

At 7:45 p.m., MAYOR MITCHELL formally adjourned the meeting to the regular City Council meeting immediately following.

Submitted by, Approved by,

Hope J. Nolan Douglas R. Prichard

Deputy City Clerk City Clerk